



CALIFORNIA DEPARTMENT OF  
**Mental Health**

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or (916) 322-1700.

# **CAREER EXECUTIVE ASSIGNMENT**

## **EXAMINATION ANNOUNCEMENT**

### **DEPUTY DIRECTOR, ADMINISTRATION**

#### **C.E.A. LEVEL 4**

**Salary Range: \$9,018 - \$9,939**

**Final Filing Date: Until Filled**

#### **DUTIES/RESPONSIBILITIES**

The Deputy Director, Administration, manages the department-wide administrative services and fiscal services, including fiscal policies and systems, county financial program support, budgets and accounting; human resources; labor relations, health and safety, training/staff development, general business operations, procurement and contracts; serves as department procurement and contracts officer and confers with the Director, Chief Deputy Director, and other members of the Department's Executive Team on major policy, program and operation issues affecting DMH headquarters, State hospitals, field offices and the DMH operated Psychiatric Programs; provides policy guidance and advises the Executive Staff and Department managers on the implications of proposed administrative actions and policies; develops, adopts, or recommends adoption of, and implements departmental administrative and operational policies; and acts as spokesperson on administrative matters before the Legislature, Federal agencies, State agencies, local governments and special interest groups.

#### **MINIMUM QUALIFICATIONS**

Applicants must meet the following qualifications:

##### **Either I**

Must be a civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

##### **Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code § 18990.

##### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

##### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following more specific knowledge and abilities:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; a manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, the Legislative and Executive Branches and county mental health organizations; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively promote equal opportunity in employment and maintain a workplace free of discrimination and harassment.

This knowledge and these abilities are expected to be obtained from the following kinds of experience: broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer, in state service, other government settings or in a private organization).

### **DESIRABLE QUALIFICATIONS**

1. Knowledge of fiscal systems and the ability to manage a complex multi-function financial organization.
2. Knowledge of the organization of the California State Legislature, and its functions and the State's administrative process.
3. Knowledge of the Department of Mental Health's organization and functions, and the administration of mental health programs.
4. Ability to work with managers and supervisors to gain their support, cooperation, and active involvement.
5. Managerial experience in one or more of the following: personnel, labor relations, health and safety, training/staff development, or other areas of human resources, business services, contracts and/or procurement functions.
6. Experience in and/or knowledge of planning and policy making, especially in administrative services programs.
7. Demonstrated leadership and management ability in addition to showing initiative and independence of action in policy and decision making.

**Filing Information:** Submit a Standard State Application (Form 678) and a separate "Statement of Qualifications" postmarked by the final filing date. The Statement of Qualifications must consist of a description (outlined, narrative, or bullet points) of your education and experience as they relate to the minimum qualifications and desirable qualifications for the position. **Applicants who fail to submit the Statement of Qualifications will be eliminated from this examination process.**

**Special Testing:** If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

All interested applicants may submit the State Application and Statement of Qualifications to:

**Department of Mental Health  
Personnel Section - Attention: Cynthia Krohn  
1600 9th Street, Room 121  
Sacramento, CA 95814**

### **EXAMINATION INFORMATION**

The examination consists of a review of each candidate's qualifications for this position and may include an oral interview. Based on the minimum and desirable qualifications announced in this bulletin and evaluation criteria developed for this position, each candidate's application and Statement of Qualifications will be reviewed by a designated departmental screening committee. It is critical that applications/statements include specific information on experience and education applicable to these qualifications. Based upon the screening committee's evaluations, individuals may or may not be invited to interview. All candidates will be assigned a rating and will be notified in writing of their final scores. In order to be successful in this examination, candidates must attain a minimum rating of 70.00%. The results of this examination will be used to establish an employment list for the Department of Mental Health. The list will be used to fill the Deputy Director, Administration position at the Department of Mental Health. Direct questions concerning the exam process to Cynthia Krohn at (916) 654-2535. California Relay for the hearing impaired: from a TDD phone (800) 735-2929, from a Voice Phone (800) 735-2922 or (916) 322-1700.